



APPLICANTS SUBMITTING A NEW OR RENEWAL SCHOOL AGE PROGRAM APPLICATION MUST SUBMIT THE FOLLOWING INFORMATION.

Note: Mailing required documentation instead of submitting electronically may delay processing of the application. Please include your business name and facility address on all correspondence. Maintain a copy of all documentation for your records.

NEW APPLICATIONS

1. PROGRAM INFORMATION.

- a. Description of Program Activities and Services to be provided** including a statement of the program's purpose and goals including description of services provided such as educational activities, any high-risk activities, transportation, etc., the number and ages of children and youth for whom the program is designed and anticipated opening date.
- b. Qualified Program Director.** Submit a KDHE Program Director Approval letter if available. If not available, submit a Program Director's Application **which may be downloaded from the KDHE website at www.kdheks.gov/kidsnet.**

2. PHYSICAL PLANT INFORMATION.

- a. Floor plan.**
 - i.** Submit a floor plan showing how the rooms used by the program fit into the overall building design and what level the program is on.
 - ii.** Specify the linear dimensions for each room to be used by the children and youth and mark the entrances and exits for each room.
 - iii.** Identify the interest areas in each room.
 - iv.** Indicate the location of restrooms and the number of toilets and hand sinks.
 - v.** Mark all of the exit paths used by the children/youth to the outside of the building.
 - vi.** Indicate on the floor plan which direction is north.
- b. Outdoor activity area.** (Outdoor activity area on the premises is not required for school age programs unless the school age program includes outdoor activities as part of its program.)
OUTDOOR ACTIVITY SPACE MAY NOT BE SHARED WITH ANOTHER LICENSED CHILD CARE FACILITY OR NONLICENSED PROGRAM.
 - i.** Specify the location and linear dimensions of the outdoor activity area and include information about its location relative to the indoor activity area.
 - ii.** Indicate if the outdoor area is fenced or not; if fenced, provide height and type of fence.
 - iii.** Indicate the location of any hazards adjacent to the area such as heavily traveled streets, railroad tracks, and bodies of water.
 - iv.** Identify the route children will take to enter/exit the outdoor activity area.
 - v.** Indicate the location of drinking water and of restrooms and route children will take to access.
 - vi.** Mark the location of pieces of stationary play equipment (swings, climbers, slides, etc.) and indicate the distance between each piece.
 - vii.** Specify the location and type of impact-absorbing material under and around the climbing equipment as well as the outdoor surface material on the remaining playground.

3. **FIRE SAFETY** as required by K.S.A. 65-508. You must contact and obtain acceptance of fire safety from the Office of the State Fire Marshal (783-296-3401).
4. **SANITARIAN'S APPROVAL.** If connected to private water or sewage disposal system a sanitarian's approval is necessary.
5. **LOCAL CODE APPROVAL.** Local codes and ordinances may prescribe other requirements for the legal operation of a school age program. Applicant must submit **written approval** from the appropriate local agencies indicating that all local codes are met or that there are none which apply.

RENEWAL APPLICATIONS

1. FIRE SAFETY as required by K.S.A. 65-508.

The school age program must comply with all applicable rules and regulations of the Kansas State Fire Marshal. An annual fire safety inspection will be conducted. A copy of the fire safety inspection is to be available for review by the local child care facility surveyor. If the school age program is located in a public school or public recreation facility, the current fire safety inspection for the facility is accepted as the current fire safety inspection for the school age program. If you have questions about the fire safety inspection, contact the State Fire Marshal at 785-296-3401.

2. PROGRAM DIRECTOR'S ANNUAL REPORT FORM (May be downloaded from the KDHE website at www.kdheks.gov/kidsnet). Complete all information. The license capacity must reflect the total license capacity as stated on the facility's most current license. Sign and date the form.

FOR YOUR INFORMATION

KDHE INSPECTION.

K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months. An initial, scheduled inspection will be requested by KDHE when a **complete** application is received and the facility is ready for occupancy. Your local child care facility surveyor will make an **ANNOUNCED** initial inspection of the facility and the surrounding outdoor area. All future inspections including compliance checks, complaint investigations and annual reviews are **UNANNOUNCED**. The annual inspection will not necessarily occur at the time of your annual renewal date for your Intent to Continue Licensure. KDHE provides dates for inspection to the local child care facility surveyor. Inspection dates may change from time to time. If you have questions or comments about your inspection, please contact the Kansas Department of Health and Environment.

KDHE REQUIRED FORMS.

Forms are available for download at the KDHE website at www.kdheks.gov/kidsnet.

REGULATORY QUESTIONS.

The local child care facility surveyor is your first and primary contact for questions about your child care facility, child care regulations, and laws. Surveyors have a supply of Law and Regulation books. To request a regulation book, contact your local surveyor or download the laws and regulations from the KDHE website at www.kdheks.gov/kidsnet. Surveyors are also a good source of information about other local services including educational opportunities that may be available to child care facility owners and staff.